



## **FIRE ACADEMY-INSTRUCTOR**

### **CHARACTERISTICS OF WORK:**

This is entry-level work in preparing and delivering instructional programs on basic or specialized firefighting techniques to volunteer, professional, industrial, law enforcement, and emergency personnel. Employees demonstrate utilization of advanced fire ground equipment and procedures, develop instructional programs using tools such as projectors and visual aids, and prepare written examinations for distribution to students to evaluate program effectiveness. Functional supervision is received from a Fire Academy-Instructor, Supervisor.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Seven (7) years of experience as a full-time fire fighter with instructional experience in various aspects of fire service training with state certification as a Fire Instructor I and II. (NFPA 1041 I & II).

**NOTE:** In all cases, the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041-I prior to employment. Applicants/employees who do not possess certification in NFPA 1041-II must obtain certification within 12 months of employment.

**OR**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Six (6) years experience as a full-time fire fighter with instructional experience in various aspects of fire service training with state certification as a Fire Instructor I and II and Smoke Diver and/or Fire Officer I and II. (NFPA 1041 I & II) (NFPA 1021 I & II).

**NOTE:** In all cases, the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041-I prior to employment. Applicants/employees who do not possess certification in NFPA 1041- II must obtain certification within 12 months of employment.

OR

**Education:**

Graduation from a standard four-year high school or equivalent (GED);

AND

**Experience:**

Fourteen (14) years active volunteer fire service with state certification to Level I and II Instructor. (NFPA 1041 I & II).

**NOTE:** In all cases, the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041 -I prior to employment. Applicants/employees who do not possess certification in NFPA 1041 - II must obtain certification within 12 months of employment.

OR

**Education:**

Graduation from a standard four-year high school or equivalent (GED);

AND

**Experience:**

Thirteen (13) years active volunteer fire service with state certification to Level I and II Instructor and Smoke Diver and/or Fire Officer I and II. (NFPA 1041 I & II) (NFPA 1021 I & II).

**NOTE:** In all cases, the applicant must have successfully completed as mandated by the Mississippi Fire Academy NFPA 1041 -I prior to employment. Applicants/employees who do not possess certification in NFPA 1041-II must obtain certification within 12 months of employment.

**Substitution Statement:**

Directly related education and directly related experience may be substituted on an equal basis.

**Documentation Required:**

Applicant must attach a copy of certification as a Fire Instructor I and II and/or Smoke Diver and/or Fire Officer I and II where applicable.

**Note:**

Duties require extensive travel.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Very Heavy Work:** May frequently exert force equivalent to lifting over 50 pounds and/or occasionally exert force over that required to lift 100 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

**Depth Perception:** Three dimensional vision, ability to judge distances and spatial relationships.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Color:** Ability to identify and distinguish colors.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Taste/Smell:** Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit; walk; stand; climb or balance; and stoop, kneel, crouch, or bend.

### **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity and Honesty:** Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

**Accountability:** Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit;

works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

#### **TECHNICAL COMPETENCIES:**

**Communication:** Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to new recruits, in-service personnel, the public, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel (e.g., personnel inside agency, outside agency, and other state's agency personnel), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Confers with local fire department officials or training officers concerning development and implementation of training programs designed to improve fire ground response and efficient use of equipment.

**Instruction:** Prepares and delivers firefighting training programs.

Prepares training programs for recruits and in-service personnel to ensure proper utilization of firefighting methods and techniques. Prepares examinations for distribution to students to evaluate program effectiveness. Demonstrates the utilization of advanced fire ground equipment and procedures. Uses instructional tools such as projectors and visual aids.

**Fire Prevention/Suppression Knowledge:** Maintains current knowledge of basic and specialized firefighting techniques.

Maintains ability to operate firefighting apparatus and equipment such as rescue tools, portable pumps, and Self Contained Breathing Apparatus. Maintains knowledge of standards, regulations, and procedures pertaining to firefighting. Attends seminars, conferences, and lectures on current procedures, techniques, and technological advances in firefighting operations and equipment. Monitors and maintains assigned fire ground equipment and apparatus.

#### **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Prepares firefighting training programs which include developing and revising lesson plans and testing materials.
2. Delivers classroom instruction and demonstrates fire service techniques.
3. Attends seminars and participates in and assists students in physical training, enforcing established standards.

**EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Prepares training programs for recruits and in-service personnel to ensure proper utilization of firefighting methods and techniques.

Demonstrates firefighting apparatus and equipment such as rescue tools, portable pumps, and Self Contained Breathing Apparatus gear to illustrate fireground application.

Prepares written, oral, and physical examinations for completion by recruits and in-service personnel to evaluate acquired job skills and knowledge; informs students of areas for improvement following simulated fire incident.

Attends seminars, conferences, and lectures on current procedures, techniques, and technological advances in firefighting operations and equipment.

Confers with local fire department officials or training officers concerning development and implementation of training programs designed to improve fireground response and efficient use of equipment.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.